Welcome to First Steps

<u>Please read this very important message before beginning the On-Line Registration and Orientation Module</u>

First Steps uses the TRAIN on-line training management system for registration and record keeping of the trainings we offer and the trainings you attend. Information about TRAIN can be found at the bottom of this document. The document offers information for setting up an account in TRAIN and helpful information about managing your transcript.

You must choose "Certificate of Attendance" under credit type when registering for the course; otherwise you will not be able to print the certificate when you have completed the course.

What will I learn from the module?
The module covers the philosophy of the First Steps system, the legal requirements of Part C of the Individuals with Disabilities Education Act (IDEA), and information about the way First Steps operates in Kentucky.

How long will it take to complete the module?
Each chapter in the on-line orientation module consists of roughly 30 slides. Depending on your pace it may take 4 hours or more to complete this training. Due to the amount of information covered it is recommended that you spread the training out over the course of a few days rather than trying to complete it all at once.

Will I be able to return to the place where I left off?
You have the option of closing the module and returning to the place where you left off.

Is there a minimum passing score? Prior to registering for your face-to-face orientation you must successfully complete the on-line module by scoring a minimum of 90 points.

Why is there a pre-assessment? Is it graded?
The pre-assessment is the starting point. It is included to gauge your previous experience and familiarity with general intervention practices. It will be used to evaluate the effectiveness of the training module and as a guide for future training development. There is no grade associated with the pre-assessment so your **score will show up as 0 points** in the transcript and the email you receive once you complete it.

Can I skip the module and just read the manual?
After completing the pre-assessment you will enter the training module and begin by downloading the Manual. (for Service Coordinators there is additional material) Throughout the module you will be asked to locate and review various pages from the downloaded manual. The manual has 215 pages so be sure you have plenty of ink and paper before printing.

*NOTE The manual serves as a resource guide for later practice. The information you will be tested on in the post-assessment is contained in the body of the module so you will need to take notes and thoroughly study the content in the body of the on-line module to be prepared for the comprehensive exam.

What do I do after I complete the exam?
As you are completing the module keep in mind the date of the face-to-face orientation you wish to attend. The registration deadline for face-to-face training is 3 days prior to the training date. You will only be able to register once you've successfully completed the module. In order to successfully

complete the exam you must score 90 points. You will receive your score by email and it will show up in your TRAIN transcript.

<u>IMPORTANT INFORMATION for Developmental Interventionists, Primary Level Evaluators, and Service Coordinators</u>; you must submit the required paperwork documenting that you meet the minimal qualifications of the above title you have chosen.
You may go to TRAIN and set up your account but do not register until you have submitted your documents and received a letter from Jackie Neal stating that you are approved. At that time you should register for the module and begin the on-line orientation.

<u>IMPORTANT INFORMATION for Service Providers</u>
When you register in TRAIN, be sure you include your specialty field (PT, OT, ST etc.) Failure to meet the minimum qualifications will result in you not being able to provide services through First Steps and you will not be able to attend the face-to-face orientation. Please carefully check the requirements and check with Jackie Neal if you are still unsure. Jackie.Neal@ky.gov.

The on-line orientation module consists of the following steps:

1. Pre-Assessment
2. On-line Module with 8 Chapters
3. Post-Assessment
4. Comprehensive Exam

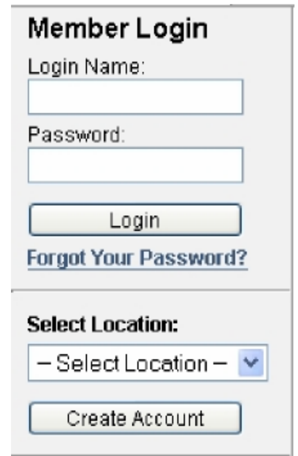
When you are ready, create a TRAIN Account and begin the First Steps On-Line Orientation.

In the box at the bottom right of the TRAIN homepage, enter Course Number: ***<u>1007169</u>***

The following page offers instructions for getting started on TRAIN, our on-line training system. You can print these pages and have them nearby as you begin the process.

Please print the following page so you will be able to refer to it as you begin working with the TRAIN system.

A Learning Management System for Professionals Who Protect the Public's Health
User QuickGuide



How to login to the TRAIN Network

1. Type **https://[AFFILIATE].train.org** into the address field of your browser.
2. Enter your Login Name and Password and click the "Login" button.
3. 3. Once logged in, you will be taken to the TRAIN member home page.

NOTE: If you are a new user, you will need to register - please see the "Creating Your Account" section.

NOTE: Alternatively, you can locate your affiliate homepage by typing http://www.train.org into the address field of your browser and selecting your affiliate from the drop down menu at the bottom of the page.

Creating Your Account

1. On the TRAIN home page, select your location from the drop down menu and click the "Create Account" button.
2. On The following page, please read the linked TRAIN Policies and check the box adjacent to "I agree to these TRAIN policies" before clicking the "Next" button.

NOTE: Do not hit your browser's "Back" button at any time during the registration process. Instead, use the "Back" and "Next" buttons provided at the bottom of each page.

3. Fill out all the necessary information on each of the subsequent pages. Required fields are indicated by a red asterisk (*). Answer the secret question at the bottom of the page with an easy to remember, one-word answer. In the event that you forget your password, this question will be prompted during the password retrieval process. Select "Next" to continue.
4. On the following page, you will be asked whether you are a member of the Medical Reserve Corps (MRC). Select the appropriate response and click "Next".

NOTE: If you are a member of the MRC, please fill in the appropriate fields when prompted. Please contact the MRC-TRAIN Administrator if you have any questions.

5. On the resulting page, you are asked to select up to three (3) professional roles that best match your job description. Some may require you to select a specialization from the adjacent drop down menu. If you select "Other," please type your specialization in the space provided. Click "Next" when ready to proceed.
6. The next page prompts you to select up to three (3) work settings that best fit your work environment. Some may require you to select a more detailed response from an adjacent drop down menu. If you select "Other," please type your answer in the space provided. Click "Next" to continue.
7. The resulting page prompts you for optional demographic information. Click "Next" to continue.

NOTE: Your Learner profile information can be edited at any time following registration.

What to Do if You Forget Your Password

1. Click on "Forgot Your Password?" on your TRAIN home page.
2. Enter your login name in the appropriate field.

NOTE: If you do not remember your login name, leave the field blank and click "Next." You will be prompted to enter your email address, first name, and last name.

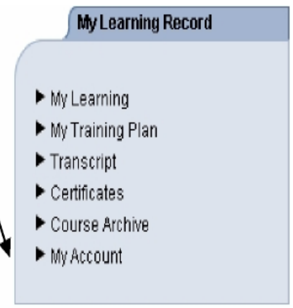
3. On the resulting page, you will be prompted to respond to the secret question previously answered when registering for TRAIN. If you cannot recall the answer to your secret question, select "I don't remember the answer" and you will be prompted for your street address.

NOTE: Do not guess! Incorrect guesses can lock your account. Please attempt one of the other routes for obtaining your login or password information or contact your affiliate administrator.

4. Your password will be displayed on screen and will not be emailed to you.

How to Edit Your Learner Record

1. **Login to TRAIN.**
2. **On your member home page, click "My Account" from the "My Learning Record" on the right hand side of the page.**
3. On the resulting page, you are able to change text and settings as needed by clicking on the "Details," "Groups," or "My Profile" tabs.



How to Search for Courses

1. Click on the "Course Search" tab located in the Navigation Tab bar at the top of the screen.
2. On the resulting page, select the appropriate criteria for your search from the menu that appears on the left hand side of the page.
3. Next, either select your search variables from the list or enter your search query in the field. You may select multiple variables by holding down the Ctrl key while making your selections.
4. Click "Search" to search for your desired courses.

NOTE: The "Advanced Search" option allows you to combine criteria in one search.

NOTE: For your convenience, you can save search criteria for future searches by clicking the "Save Criteria" button. You can additionally request email notification of any new courses that meet your saved search criteria by checking the box adjacent to "Notify me about courses satisfying this search criteria."

How to Register for Courses

1. Locate your desired course either using the method outlined in "How to Search for Courses" or by clicking on "Browse" to browse through the list of available courses.
2. Select the course you wish to register for by clicking on the title of the course.
3. The resulting pages display additional course details, course provider contact information, registration information, and course reviews.
4. You may view course reviews by clicking the "Reviews" tab. Contact information is available by clicking the "Contacts" tab.
5. To register for the course, click the "Registration" tab.

Course ID:	1009612
Format:	Web-based Training - Self-study (Online)
Clinical / Non-Clinical:	Non Clinical
Course Number:	
Cost (US$):	0.00
Credit Type(s):	none

NOTE: There are three (3) course categories in TRAIN, each with its own registration process as described in the following section.

NOTE: TRAIN is a Learning Management System and NOT a Course Provider – most registration and course questions need to be directed at the course contact listed in the "Contacts" tab in the course description.

TRAIN Course Categories

Live Event (e.g. Conference, Workshop, Live Training, etc.)
If this is an on-site event with multiple locations/sessions, click the "Get Locations" button to view all locations/sessions. Click the "Register" button next to the location/session of your choice. You may need to follow the course provider's additional registration instructions.

Physical Carrier (e.g. CD-ROM, VHS, DVD, etc.)
Some courses may consist of training materials that need to be ordered from the course provider. Click the register button to add the course to your "My Learning" section, and then follow the course provider's additional registration and ordering instructions.

Online Course (e.g. Web-based self-study, "on demand" or archived webcast, etc.)
If the course is self-launching, you will be able to immediately access the course. Otherwise, there may be a fee or supplemental registration requirements. To launch the course, click the "Launch" button (if available) or follow the additional registration instructions.

NOTE: Some courses/events require registration steps outside of TRAIN. Please follow the course provider's instructions regarding their registration process. If you have questions about external registration, please contact the course provider directly using the contact information in the "Contacts" tab. You will, however, receive a registration verification email from TRAIN and can also verify your registration by clicking on "My Learning" in the "My Learning Record" located on the right hand side of your member home page – the course should be listed as "In Progress."

How to Launch a Course for Which You Have Already Registered

1. Login to TRAIN.
2. From the member home page, click on "My Learning" in the "My Learning Record" box located on the right hand side of the page.
3. On the resulting page, you will see a listing of all the courses for which you are registered. To launch a course, click on its title.

How to Mark a Course Completed, Archive, or Withdraw from a Course

1. Login to TRAIN.
2. From the member home page, click on "My Learning" in the "My Learning Record" box located on the right hand side of the page.
3. On the resulting page, you will see a listing of all the courses for which you are registered. To change the status of a course, click on the(manage) icon.
4. In the course management page, you can click on the "Completed" button to mark the course completed, sending it to your transcript.

NOTE: Most of the web-based self-study courses have been programmed to verify that the learner has actually completed the course.

5. Also on the course management page, you will be able to enter a score, if applicable. You may also select the "Archive" button to archive a course to resume later or the "Withdraw" button to withdraw from a course.

How to Add Non-TRAIN Courses to Your Course Record

1. Login to TRAIN.
2. On the member home page, click "Transcript" in the "My Learning Record" box located on the right hand side of the page. The resulting page will display all the courses you have taken in the Transcript table.
3. To add a Non-TRAIN course or a course you have already taken (in the past year) to your transcript, click on the "Add" button located to the right of the "Non-TRAIN Courses" header.
4. On the resulting page, fill out the necessary information and click the "Save" button.
5. In order to remove any courses from your transcript, click on thebutton.

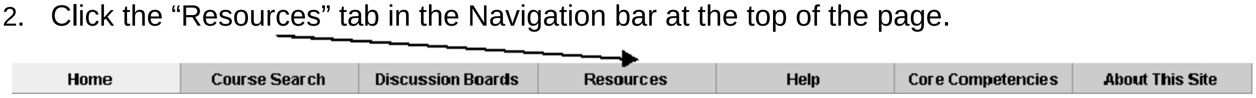
How to Post a Course Review

1. Login to TRAIN.
2. To review a course that you are currently enrolled in or have completed, you may do so from the "My Learning" page located in the "My Learning Record" box on the right hand side of the page.
3. Next, click on the(manage) icon located to the right of the course
4. On the resulting page, click on the course title located at the top of the page.
5. Click on the "Reviews" tab on the following page and then click on the "Add" button.
6. Fill out the rating, description accuracy, comments, and title fields of the form.

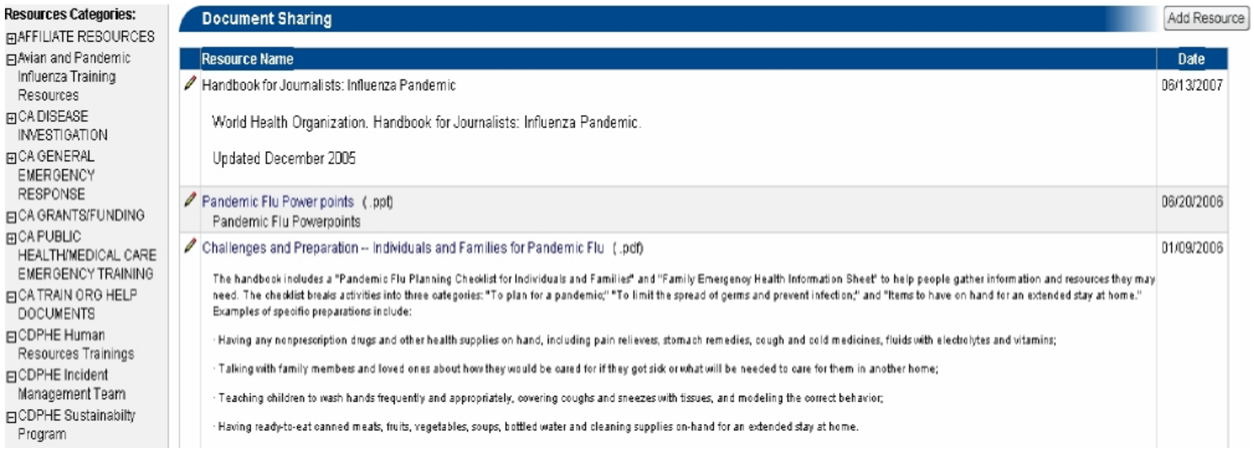
NOTE: If you want your review to be posted anonymously, simply uncheck the "Show my name on the review" box.

How to Utilize the Resources Section

1. Login to TRAIN.
2. Click the "Resources" tab in the Navigation bar at the top of the page.

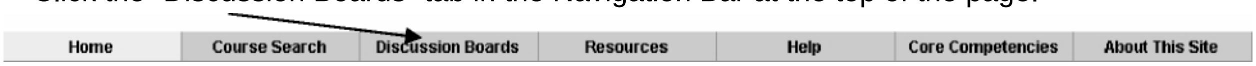


3. On the resulting page, you have several options:
    - To locate a resource, choose from the categories listed in the menu on the left hand side of the page or use the "Search Documents by Keyword" function
    - To read a resource document, click on the title of that document.
4. To add a resource, click on the "Add Resource" button located on the right hand side.
5. On the resulting page, complete the necessary information in the fields provided.
6. To upload a document, select the "Upload File" radio button, then type the path location of your document or click "Browse" to locate it on your computer.
7. To create a link to a website, select the "URL to Browse" radio button and type in the address of the website in the text field.
8. Click the "Save" button to submit the resource for approval by the state or national TRAIN administrator.

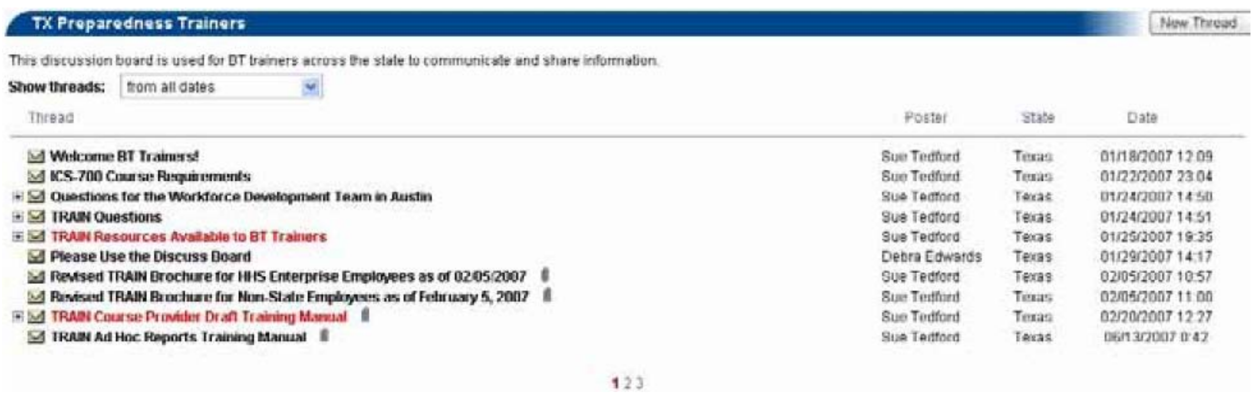


How to Utilize the Discussion Boards

1. Login to TRAIN.
2. Click the “Discussion Boards” tab in the Navigation Bar at the top of the page.



3. On the resulting page, you have several options:
   - Choose a discussion topic from the menu on the left hand side of the screen.
   - Expand a discussion topic by clicking the “+” next to the discussion thread.
   - Click on the title to view a message.
   - Click the “Reply” button to reply to a message.
   - Click the “New Thread” button to create a new discussion thread. Complete the necessary information and click the “Submit” button.



Where to Find Help

- Go to the Knowledge Management Interactive, Inc. (KMi) website at: http://courses/train.org/train%5Fenduser%5Femodule/ and tour TRAIN through the “Learning How to Use TRAIN” page. (Must use Internet Explorer)

- **For additional help or information on TRAIN, please contact your state TRAIN administrator. Contact information can be found by clicking the “Help” tab at the top of the member home page and then clicking on “Contacts” on the left hand side.**

Last Updated: January 8, 2008

Public Health Foundation